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Attn

Office of General Counsel

Administrative Officer

7 OCT 1957

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Chief, Records Management Staff

Audit of Records Disposition Program

1. The attached revised Records Control Schedule was prepared as a result of an audit of the Records Disposition Program in your office. The schedule reflects the changes required since the initiation of the program in your area during 1954 and supersedes the previous schedule (32-54) dated 13 April 1954.

2. The records described in the schedule cover only the records maintained by the Office of the General Counsel and the Branch Office. Effective 9 September 1957 the functions of the Legislative Counsel were transferred to your office. It is understood that an audit of those records will be made when feasible and the Records Control Schedule for that area revised and made a part of your records schedule.

3. The audit revealed that while substantial progress has been made in your records program during the past year no disposition action has been taken by the Branch Office. Please let me know if we can be of assistance in implementing the program of the Branch.

4. I wish to express my appreciation for your assistance to Miss [redacted] during the course of this survey. Miss [redacted] who prepared your Records Control Schedule will be available at any time to assist you.

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Attachments

2 Records Control
Schedules

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Mgt/S/RMS [redacted] jml(30Oct57)

fgh

10/31/57